

**Macungie Memorial Park
Board Meeting Minutes
Tuesday, December 10, 2024
Page 1**

Call to Order: Kevin Wieder called the meeting to order. Advised the meeting is being recorded.

Board Attendance: MaryKate Messler, Kevin Wieder, Mike Delong, Alan Printz, Barry Bloch, Liz Young, Fred Wieder, and Donald Young in attendance. Not in attendance: Mike Carwell.

Visitors: None

Review of Minutes: Alan Printz brought up a clarification needed for the November Board Meeting Minutes. All work in regard to the threshold, concrete, and mortar work above the doors at the bottom of the ramp of Memorial Hall would need to be done by the Park and will not be done by Monarch Doors. Barry Bloch made a motion to approve minutes. Fred Wieder second. Motion approved.

Status of Construction Projects: The siding project has been completed and the fencing project is still in progress. There isn't any news regarding the front pillars.

Action Items:

- Donald Young and Amy Hillegass met with Milestone Financial regarding investment accounts for Park funds. In initial discussions, Charles Schwab would be used to manage liquid funds, but because Milestone is local and for the convenience of Amy a meeting was set up to see if Milestone could offer a similar account as Schwab. Donald is making the recommendation to use Milestone instead of Schwab. Liz Young made a motion for Milestone Financial to hold the Park's liquid funds. Barry Bloch second. Motion approved.
- Donald received a service package from Ashley Guava for website services. The Park website is in need of updating and changes. Ashley has worked with Kalmbach Park to update their website and any updates to the Park website will help make Amy Hillegass' job easier. MaryKate Messler, Liz Young, and Amy will meet to discuss the Park's needs in regard to a website update and then they will meet with Ashley Guava and report back to the Board.
- Donald brought up the need for two tree removals, particularly the tree with a power line going through it by the memorial. Fred Wieder also took a look at the trees. The tree with the power line running through it will need to be handled professionally and then the Park will clean it up once it is down. The tree by the Lorenzo's can be handled in house and be taken down to the stump, though the stump is quite large and may not be an option to deal with for this year.
- Dave Early is retiring in the spring. The Park will need a new maintenance worker. If anyone knows someone who is looking or who would be a good fit please let Board members know. There is an individual who works at the Macungie Diner who may be interested in the job. Amy will follow up with him.

Treasurer Report: Lisa Radcliff provided Profit and Loss reports for the Board to review and a Vendor list. Donald asked Lisa if there is a way to break out the costs of capital improvements to get a more accurate view of Profit and Loss reports during winter months. Due to the expense of capital improvements the accounts are skewed in a negative way during the winter months. Lisa had a meeting with Alice Welsh regarding the Pool debit account, 4th of July account, and the fundraising account. She would like to close out the 4th of July fund

**Macungie Memorial Park
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Page 2**

and consolidate accounts. Discussion regarding whether there is a need for the Pool to have three accounts. The Board would like to consolidate the Fundraising account and 4th of July account into the general funds, but earmark said funds so Alice and the Board can keep track of amounts. The Pool checking account, to which the debit card is linked, would stay open. Donald and Lisa will meet with Alice to discuss the Pool accounts.

Manager's Report: Park paid out \$6,806 to the eight participating non-profit organizations based on im house calculations to determine a share in profit of the show. The funds held at Embassy Bank discussed at last month's meeting have been moved to New Tripoli Bank. Amy asked Liz Young if she had additional information regarding card transactions and best practices for card transactions at the Park. Amy would like to start taking cards at indoor shows to test the process. Liz and Amy discussed using Venmo and a QR code for cashless transactions. Amy asked the Board for permission to shop around for a new credit card. The New Tripoli credit card has been difficult to use and Amy has had issues with it. The Board gave Amy permission to search for a new credit card. The Board discussed the need to have an accurate budget for 2025 and the need to find an expert on Quickbooks to step in and help get things set up. Discussion regarding downgrading to a simpler version of Quickbooks which may be easier to use. The Board agreed to leave the rainy day CD at Embassy Bank and a CD at New Tripoli Bank as well as a Savings account and Checking account at New Tripoli bank with enough funds for everyday bills and needs of the Park. The rest of the funds will eventually be consolidated into an account at Milestone which would yield higher growth.

Pool Report: Alice Welsh not in attendance.

Election of Directors and Officers: Last month nominations for Board members were made and approved for Liz Young, Mike Carwell, and Mike Delong for a three year term beginning 2025. Board members voted and Liz Young, Mike Carwell, and Mike Delong have been appointed and approved for a three year term on the Board beginning 2025. Liz Young made a motion for the current officers to maintain their positions for 2025: Donald Young as President, Kevin Wieder as Vice President, MaryKate Messler as Secretary, and Amy Hillegass as Treasurer. Barry Bloch second. Motion approved. The officers have been appointed and approved for 2025.

New Business: None

Meeting Adjourned.

Next meeting is scheduled for Tuesday January 14, 2025 at 7pm.